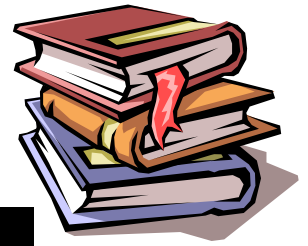


# Project Management

## State of Kansas

This course walks through the vendor management process as implemented in Kansas, from the determination that a product is needed, through vendor evaluation and selection, contract management, and implementation.



## Vendor Management

### COURSE DESCRIPTION

The participant will review the differences and drivers between Requests for Proposal, Information, Quotes (Invitation for Bid), and Task Orders. The participants will learn basic negotiation principles and techniques. They will also learn how to manage a vendor through the vendor selection and the project life cycle. The participant will discuss contracts, contract resources, and the importance of involving your legal department. Participants will learn what is involved in writing contracts. What kind of protective clauses should be included in the contracts? What to expect if you fire the vendor? The students will participate in vendor selection simulations as part of the course.

### EXAMPLE OBJECTIVES

- Understand Requests for Proposal, Information, Quotes (Invitation for Bid), and Task Orders
- Understand evaluation processes
- Obtain the tools necessary for vendor selection and management
- Understand negotiation strategies and critical success factors
- Managing the vendor during implementation
- What are appropriate penalties

### TARGET AUDIENCE

Project managers, department managers, and decision makers associated with vendor-based initiatives. Participants should be actively involved in vendor-based projects or about to undertake an effort.

### PREREQUISITES

Participants should have introductory understanding of requirements management, change management, and project management.

## Class Dates/Cost/Location

### CLASS DATES

October 8-10, 2007

### COST

\$435 per participant\*

### TIME

8:30 a.m. - 4:30 p.m.

### LOCATION

SRS Learning Services  
2600 SW East Circle Drive South  
Room B  
Topeka, KS 66603

*\*2.5% administrative fee included*

## Course Registration

- The registration form can be found at: <http://da.ks.gov/kito>. The form can be filled in online and emailed to [KITO@da.state.ks.us](mailto:KITO@da.state.ks.us)

### Cancellation Policy

- Cancellations up to thirty (30) days prior to the class date – 100% refund
- Cancellations less than (30) days – no refund

*PM Information can be found at: <http://da.ks.gov/kito>*